

## **TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT**

Department of Transportation & Public Facilities

Airport Leasing & Property Management

PO Box 196960, Anchorage AK 99519-6960

Phone: 907-266-2420 ♦ Fax: 907-266-2458

### **INSTRUCTIONS AND INFORMATION FOR CONCESSIONS LEASE APPLICATIONS**

All lease and permit applications must be accompanied by a \$25.00 non-refundable application service fee (Government agencies are exempt). Checks should be made payable to "State of Alaska."

The State reserves the right to return incomplete applications or request additional information. Lease applicants are encouraged to review 17 AAC 42.200-42.245 for help in understanding the regulations that govern the Airport's lease application review process.

The rental rate for terminal space is negotiable per square foot per year. Pursuant to 17 AAC 42.200, a lease may include a percentage of gross business sales charge or be competitively offered.

#### **Please complete the application according to the following instructions:**

1. & 2. Applicant Information: For commercial applicants, the name in Item 2 must match the business license, corporation, or other certificate name.
3. Name of Contact Person: Name of local contact person if other than applicant.
4. Business Information: Check only one box and attach copies of your business license, corporate or LLC certificate, Articles of Organization or Incorporation (with latest meeting minutes showing officers, current signatory authority), and/or partnership agreement (can be for private or commercial and must show who has signatory authority for the partnership). Businesses need to be registered with the State of Alaska in order to enter into a lease or permit.
5. Description of Location and Term Requested: Indicate the room number(s) of the space you are interested in (attach drawing if possible) and desired contract term (length in years, months, or days).
6. Existing Lessee Information: Check "yes" only if you are the current lessee of the space being requested.
7. Competing Application: If this application is being filed in response to a public notice, mark yes and fill in the ADA number and premises description from the notice.
8. Requested Use(s) Of The Property: List all intended uses.
9. Name and Signature: Sign your application and print your name, company name, title and the date.
10. Application Checklist: Check attachments to be sure all required items are submitted:
  - a. \$25.00 non-refundable application fee (except for exempt government agencies). Checks should be made payable to "State of Alaska". Applications submitted without a filing fee may not be processed.
  - b. Sign and date the application.
  - c. Business License or other requested business documentation

**OTHER:** Pursuant to 17 AAC 42.125, leases may include a percentage of gross business sales charge or be competitively offered.

**INSURANCE:** In most cases, the lessee is required to carry adequate insurance to protect both the lessee and the State against comprehensive public liability and property damage. The terms and limits of the insurance requirements will be based on the risks relative to the lessee's operations. This may include:

- ◆ Minimum coverage limits of \$1,000,000 per occurrence or such higher limits as the State reasonably finds necessary to provide adequate and appropriate coverage for the risks posed by the applicant's use of the Premises and activities at the Airport.
- ◆ State of Alaska named as Additional Assured.
- ◆ Waiver of Subrogation endorsement.

(It is suggested that the applicant investigate the cost of such coverage prior to making application for lease.)

**TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT**  
**STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**  
**AIRPORT LEASING & PROPERTY MANAGEMENT**

**CONCESSIONS LEASE APPLICATION**

<b>1. Name and Mailing Address of Applicant:</b> Name: _____ Address: _____ _____ _____ Phone: (     ) _____ FAX: (     ) _____ e-mail: _____	<b>2. Name to Appear on Lease:</b> Name: _____ Address: _____ _____ _____ Phone: (     ) _____ FAX: (     ) _____ e-mail: _____						
<b>3. Name of Contact Person:</b> Name: _____ Phone: (     ) _____ FAX: (     ) _____ e-mail: _____	<b>4. If Applicant is a business, indicate which type below and provide documentation as required in the instructions.</b> <table style="width: 100%;"><tr><td><input type="checkbox"/> Individual</td><td><input type="checkbox"/> Partnership</td></tr><tr><td><input type="checkbox"/> Corporation</td><td><input type="checkbox"/> Limited Liability Company (LLC)</td></tr><tr><td><input type="checkbox"/> Government</td><td><input type="checkbox"/> Other _____</td></tr></table> <p><b>Are you registered to do business in the State of Alaska?</b> <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Government	<input type="checkbox"/> Other _____
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership						
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)						
<input type="checkbox"/> Government	<input type="checkbox"/> Other _____						
<b>5. Description of Area Requested (if no room number exists, attach drawing showing proposed location and dimensions):</b> _____ _____ _____ _____ _____ _____  <b>Term Requested:</b> _____ <b>Starting Date:</b> _____							
<b>6. Is this an application for renewal of an existing contract?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following: Lease/Permit No.: ADA-_____ Expiration date: _____							
<b>7. Is this intended as a competing application in response to a current public notice?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following: Lease/Permit No.: ADA-_____ Property Description: _____							

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### 13. BEFORE SUBMITTING YOUR APPLICATION, HAVE YOU:

- **Enclosed the nonrefundable \$25.00 application fee?**
- **Completed and signed the application?**
- **Attached required drawings and documents?**
- **Provided Business License or other requested business documentation?**

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